Standard & Formatting Toolbar Review for Quiz

Function of commonly used standard toolbar buttons

- Creates a new blank document based on the default template
- Opens or finds a file
- Saves the active file with its current file name, location and file format
- Prints the active file - for more print options go to the File menu and select Print
- Print preview - Shows how the document will look when you print it.
- Spelling, grammar and writing style checker
- Cut - Removes the selection from the document and places it on the clipboard
- Copy - Copies the selected item(s) to the clipboard
- Paste - Places the content of the clipboard at the insertion point
- Format painter - Copies the format from a selected object or text and applies to other objects or text
- Undo - Reverses the last command, use pull-down menu to undo several steps
- Redo - Reverses the action of the Undo button, use the pull-down menu to redo several steps
- Displays the Tables and Borders toolbar
- Insert a table into the document, or make a table of selected text
- Insert an Excel spreadsheet into the Word document
- Columns - Changes the number of columns in a document
- Displays or hides the Drawing toolbar
- Zoom - Enlarge or reduce the display of the active document

Function of commonly used format toolbar buttons

- Select the style to apply to paragraphs
- Changes the font of the selected text
- Changes the size of selected text and numbers
- Makes selected text and numbers bold
- Makes selected text and numbers italic
- Underlines selected text and numbers
- Aligns to the left with a ragged right margin
- Centers the selected text
- Aligns to the right with a ragged left margin
- Aligns the selected text to both the left and right margins
- Makes a numbered list or reverts back to normal
- Add, or remove, bullets in a selected paragraph
- Decreases the indent to the previous tab stop
- Indents the selected paragraph to the next tab stop
- Adds or removes a border around selected text or objects
- Marks text so that it is highlighted and stands out
- Formats the selected text with the color you click